

## Job Aid – KEES Aged Out Foster Care

### Objective

The goal of this job aid is to provide instructions for handling cases in which an individual over the age of 18 who is requesting coverage has eligibility under the Aged Out Foster Care medical program.

### Overview

When a case returns a “New” indicator for the Other Program Assistance page of Foster Care, that indicates the consumer stated on their application they were in foster care on their 18<sup>th</sup> birthday. (Note: If a new case is created, the OPA record will not show a ‘New’ indicator.) The worker will review the foster care history of the applicant, determine whether eligibility exists, and accept or reject the Other Program Assistance record. Next, the worker will update the record as necessary and authorize Aged Out Foster Care medical if appropriate.

An applicant may be eligible for the Aged Out Foster Care medical when the following criteria are met:

- The applicant is over 18, but younger than **26**.
- The applicant was in state custody in the **month** of their 18<sup>th</sup> birthday and a Foster Care Medical recipient **or placed in Kansas Department of Corrections - Juvenile Correctional Facility (KDOC-JCF)**.
- The applicant was in **Kansas state custody**.

A workaround is needed to determine Aged Out FC correctly as KEES rules applies the following criteria:

- The applicant is over 18, but younger than **21**.
- The applicant was a Foster Care Medical recipient on **the day of** their 18<sup>th</sup> birthday

### Workaround

When processing a case with “New” marked in Other Program Assistance in which the type of Foster Care is displayed, complete the following steps to determine eligibility for Aged Out Foster Care coverage:

#### 1. Verify the Age of the Applicant

1.1. Navigate to the **Eligibility** Tab. Next, click on the **Case Summary** link in local navigation.



- 1.2. Click on the Individual Demographics link in the task navigation pane. Check the date of birth.
- 1.3. Determine the applicant’s age in the benefit month for which eligibility is being determined.  
*Note: In the month of birth, applicant is considered the younger age. For example, if turning 23 on 7/4/2015, they are considered 22 for 07/2015 and 23 for 08/2015 and following.*
- 1.4. If the applicant is 26 (excludes month they turn 26) or older, they are not eligible for Aged Out Foster Care. Skip to **Step 8 – Not Eligible for Aged Out Foster Care.**

## 2. Review Records

- 2.1. Next, click on the **Customer Information** link in local navigation. This will change the options on the task navigation pane.
- 2.2. Select **Other Program Assistance** from the Non-Financial section of the task navigation pane.



- 2.3. Next update the Display dates. Use the first day of the month of the applicant’s birthday for the From date, and the last day of that month for the To date. Click View.

- 2.4. Review all records dating back to and beginning with the first day of the month of the person listed in the Name field turned 18 and identify any active records with a **Type of Assistance** of Foster Care in that month.

*Example: Application received in 05/2015. Consumer reports they were in Foster Care when they turned 18. The applicant’s DOB is 10/18/1994 which means their 18<sup>th</sup> birthday was 10/18/2012. You set your view dates to 10/1/2012 – 10/31/2012.*

**2.5.** If no active records are displayed for the month in which the consumer turned 18, skip to **Step 5 – No Active Record.**

Name	Type of Assistance	Begin Date	End Date
<a href="#">Edwardson, Melinda</a>	Foster Care	01/01/2013	01/31/2013

**3. Review State of Custody**

3.1. With the display dates set to show the month of the applicant’s 18<sup>th</sup> birthday, edit the record(s).

3.2. Check the state in which the child was in custody. If in the custody of a State other than Kansas, the child is not eligible for Aged Out Foster Care. Skip to **Step 8 – Not Eligible for Aged Out Foster Care (AGO)**

**4. Review the Foster Care Record**

4.1. If the start and end dates on the existing Foster Care OPA record include the day on which the person turned 18, the consumer is eligible for Aged Out FC. Do not accept the ‘New’ record. Instead reject the ‘New’ OPA record as the existing Foster Care record is sufficient. *Note: It may be necessary to accept the ‘New’ record and then contact a Lead or Supervisor to request the record be removed.* Skip to **Step 6 – Review Living Arrangements with 1<sup>st</sup> day of the 18<sup>th</sup> birthday.**

*Example: Application received in 05/2015 on which they reported they were in Foster Care when they turned 18. A ‘New’ OPA record is created with a start date of 5/1/2015. You research and find the person’s DOB is 10/18/1994 and that they turned 18 on 10/18/2012. You research and find there is an existing Other Program Assistance (OPA) record for Foster Care with a start date of 6/3/2010 and an end date of 10/26/2012. The record includes the day on which the person turned 18. The ‘New’ OPA record (w/ start date of 5/1/2015) is rejected.*

4.2. If there is no record which includes the day of their 18<sup>th</sup> birthday, check to see there is one which includes one or more days of the month in which they turned 18. If there is, modify either the start date or end date as needed to match the person’s 18<sup>th</sup> birthday. Just as above, the existing Foster Care record is sufficient. Do not accept the ‘New’ record. Instead reject it. *Note: It may be necessary to accept the record and then contact a Lead or Supervisor to request the record be removed.* Skip to **Step 6 – Review Living Arrangements with 1<sup>st</sup> day of the 18<sup>th</sup> birthday.**

*Example: Same as above. Except the historical OPA record shows a start date of 06/3/2010 and an end date of 10/4/2012. The record includes the month in which the person turned 18 (10/2012), but not their 18<sup>th</sup> birthday. In this case, the existing record needs edited and the end date modified from 10/4/2012 to 10/18/2012. The 'New' OPA record (w/ start date of 5/1/2015) is rejected.*

## 5. No Active Record

If no active Foster Care record was found on the Other Program Assistance page, complete a KAECSES search for Foster Care that was open in the month the person turned 18.

5.1. If KAECSES shows no open Foster Care (FC) program in the month of their 18<sup>th</sup> birthday, they are not eligible for Aged Out Foster Care. Skip to **Step 8 – Not Eligible for Aged Out Foster Care**.

5.2. If Foster Care was open in the month of their 18<sup>th</sup> birthday and they were coded:

- a) OU on FC and IN on AM, they are not eligible for Aged Out Foster Care. This is because being coded OU on FC and IN on AM indicates another state was issuing the Foster Care (FC) payment. Since they were in custody of another state. Skip to **Step 8 – Not Eligible for Aged Out Foster Care (AGO)**.
- b) IN on FC and OU on AM, indicates the applicant was in Kansas Department of Corrections – Juvenile Correctional Facility (KDOC-JCF) custody and meets the criteria for Aged Out Foster Care. Accept the 'New' Other Program Assistance (OPA) Foster Care record and match the begin and end dates to the first and last day of the month of the person's 18<sup>th</sup> birthday.

<b>Type of Assistance:*</b> Foster Care		<b>Review Due Date:</b> <input type="text"/>
<b>State: *</b> KS	<b>County:</b> Shawnee	
<b>Aid Code:</b> <input type="text"/>		
<b>Begin Date:*</b> 01/01/2013	<b>End Date:</b> 01/31/2013	
<b>Medical Verified:*</b> Verified	<b>Non-Medical Verified:</b> <input type="text"/>	

*Example: Consumer was in Kansas Department of Corrections (KDOC) custody when she turned 18 on 1/19/2013. No OPA record was converted as she was in a Juvenile Correctional Facility (JCF) but not receiving Foster Care Medical. However, KAECSES shows the Foster Care was open in 01/2013 and the applicant was coded IN on FC and OU on AM. Accept the 'New' Other Program Assistance (OPA) record, and match the begin and end dates to the month in which they turned 18 (1/1/2013 through 1/31/2013).*

- c) IN on both FC and AM, but no Other Program Assistance (OPA) record was converted for the month in which they turned 18, accept the 'New' Foster Care Other Program Assistance (OPA) record as shown above.

## 6. Review Living Arrangement records beginning with 1<sup>st</sup> day of the month of 18<sup>th</sup> birthday

Review the Living Arrangement records. Was the person being researched incarcerated in the month of their 18<sup>th</sup> birthday? This would cause EDBC to fail, so end date the incarceration record with the last day of the month prior to when you need to approve Aged Out Foster Care (AGO) . For example, if you need to approve Aged Out Foster Care (AGO) beginning 8/1/2015, the incarceration record would be end dated 7/31/2015.

## 7. Eligible for Aged Out Foster Care (AGO)

7.1. When the applicant is eligible for Aged Out Foster Care, update the RMT for the applicant from MAGI to PPS. To do this:

- a) Click the **Case Summary** link in local navigation. Then locate the program block for the applicant with a Status of **Pending** or **Active**.

▼ Medical Programs		
<b>Worker:</b>	<b>Primary Applicant/Recipient:</b>	Person One
<b>Worker ID:</b>	<b>Language:</b>	English
<b>Program Status:</b>	<b>Pending</b>	

- b) Click **View Details** in the lower right corner of the program block.

<b>Primary Applicant/Recipient:</b>		Melinda Edwardson	
<b>Language:</b>		English	
<b>Phone Number:</b>		(785)451-1245	
<b>Payee:</b>		Melinda Edwardson	
<b>Application Date:</b>		10/01/2013	
Relationship To Primary Applicant	Role	Role Reason	Status
Primary Applicant	MEM		Active

 [View Details](#)

- c) When the Medical Program Detail page displays, click the **Edit** button.

[View History](#)
[TMC](#)
[Edit](#)
[Close](#)

- d) Click **Edit** next to the name of the applicant.

Program Persons							
Name	CE	Requested Medical Type	Relationship To Primary Applicant	Role	Role Reason	Status	Status Reason
<a href="#">Melinda Edwardson</a>	09/2014	MAGI	Primary Applicant	MEM		A	

 [Edit](#)

- e) Click **Edit** next to the current type in the Requested Medical Type block.

Requested Medical Type		
Type	Begin Month	End Month
MAGI	10/2013	

 [Edit](#)  
[Add](#)

- f) The Requested Medicaid Type Detail screen will display. Select **PPS** from the Requested Medicaid Type drop down menu.

Requested Medicaid Type Information		
<b>Requested Medicaid Type:*</b>	<b>Begin Month:*</b>	<b>End Month:</b>
<div style="border: 1px solid black; padding: 2px;">           MAGI            Inmate            *LTC            *MAGI            MSP  <b>Medical</b>            PPS            Resource Assessment Only            Working Healthy         </div>	10/2013	

[Save and Return](#) [Cancel](#)

- g) Click **Save and Return**. If there is an applicable prior medical request, add the prior medical months in the Retro Months block at this point as well.

7.2. Make sure all applicable non-financial and financial pages have been updated and verified.

7.3. If 21 to 25 (excludes month they turn 21 and includes the month they turn 26), skip to Step 7.5.

7.4. If **between 18 and 20 (includes month they turn 18 or 21)**, EDBC should produce a passing Aged Out Foster Care (AGO) budget following the steps outlined below:

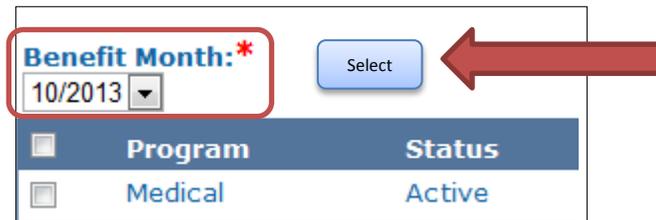
- a) Click **Customer Information** in local navigation



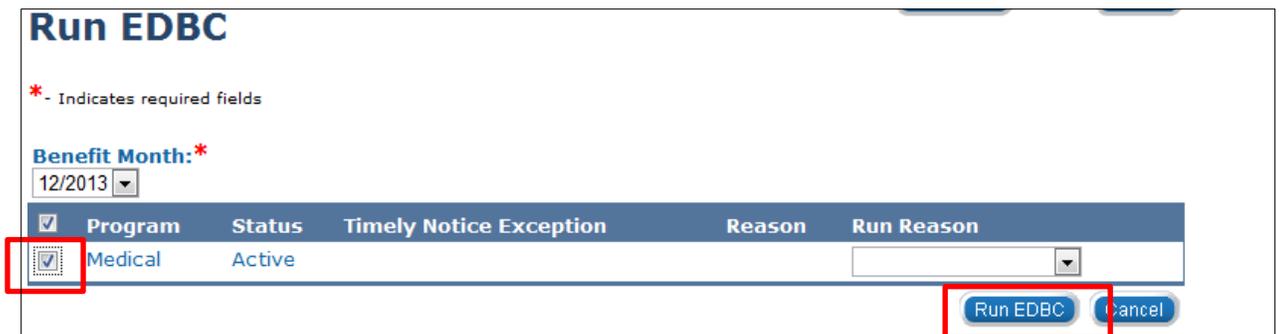
- b) Click **Run EDBC** from the task list.



- c) Select the appropriate **Benefit Month** and click the 'Select' button



- d) Place a check mark in the box next to the **Medical** Program. Leave the **Run Reason** blank.



- e) Select **Run EDBC**.

- f) Review the EDBC Results by clicking on the Medical link. If you have multiple links, select the one with a Run Status of Not Accepted.

Search Results Summary							Results 1 - 2 of 2	
Begin Month	End Month	Program	Type	Run Status	Auth Amount	Date Run	EDBC Source	
10/2013		<a href="#">Medical</a>	Regular	Accepted - Saved	<a href="#">Details</a>	11/04/2013	No Touch EDBC Rules	
12/2013		<a href="#">Medical</a>	Regular	Not Accepted		11/04/2013	Online EDBC Rules	

- g) Ensure a passing Aged Out Foster Care (AGO) budget was created then complete all remaining steps of the screening.  
*Note: If a passing Aged Out Foster Care (AGO/IN/N/N) budget was NOT created, check the consumer's age, repeat steps listed above to identify the problem and then run EDBC again.*

- h) Skip to **Step 9**.

7.5. If **between 21 and 25 (excludes the month they turn 21 and includes the month they turn 26)** EDBC will not produce a passing Aged Out Foster Care (AGO) budget). A workaround is required to approve Aged Out Foster Care (AGO) for these individuals.

- a) When EDBC is run, if there is no passing budget for a sub-program other than AGO (Aged Out Foster Care), skip to **Step 7.6** below.
- b) If there is a passing budget for a sub-program other than Aged Out Foster Care (AGO):
- Return to Case Summary and check the RMT to make sure it is set to PPS. If it is not, correct the RMT.
  - If the RMT was set to PPS or has now been corrected to PPS, run EDBC again.
  - If the passing budget for a sub-program other than AGO continues to appear, select the Override Medical Summary button at the bottom of the page. (Note: If there is no Override Medical Summary button at the bottom of the page, skip to **Step 7.6**.)



- The Medicaid EDBC Override List page appears. Locate the passing budget for sub-program other than AGO. Select the Override button on the right side of the row.

- Change the Status from Pass to Fail and Save and Return. The Medicaid EDBC Override List page appears. The BOLD record is the OLD record. The new record now shows the budget as a failing budget.
- Select the 'Add' button at the bottom of the page. If there is no 'Add' button, skip to **Step 7.6**.

- The Medicaid EDBC Override Detail screen displays. Enter the fields as follows:
  - Test = Foster Care Extended Medical
  - Test Result = Pass
  - FPL = 0
  - Start Date = First day of the benefit month for which EDBC was run
  - End Date = Last day of the benefit month for which EDBC was run
  - Person = select the person eligible for Aged Out FC (AGO).
  - Role = MEM
  - Aid Code = Foster Care Medical – Aged Out

### Medicaid EDBC Override Detail

- Save & Return
- There should now be a passing budget showing an AGO aid code.
- Accept the EDBC then Save the EDBC
- Skip to **Step 9**.

7.6 If there is no Override Medical Summary button or no Add button, Aged Out Foster Care (AGO) a Manual EDBC will need to be created. See KEES repository for instructions on how to create a Manual EDBC. Once the Manual EDBC is completed, skip to **Step 9**.

## 8. **Not Eligible** for Aged Out Foster Care (AGO)

8.1. If you have determined the consumer is not eligible for Aged Out Foster Care (AGO), reject the 'New' OPA record and continue with normal processing. (Note: If a new case was created and an OPA record was created automatically, it will need removed.)

8.2. Leave the RMT set to MAGI.

8.3. No workarounds are required. KEES will only determine Aged Out FC (AGO) if the Requested Medical Type (RMT) is set to PPS. By leaving the RMT set to MAGI, EDBC will not determine eligibility for AGO in error. Normal MAGI rules will be applied.

9. Once screening is complete, follow standard process for routing a Process Application task to the State depending on whether a task created from the Application workflow or another type of task.



**TIP:** If the final determination will be referred to KDHE, do not accept the EDBC results. Create a Journal entry indicating the correct determination for the person who will be Foster Care Aged Out eligible, and send the case to KDHE for authorization.

10. If completing a Process Application task, check to ensure the correct downstream task (State – Application) is created. If a different type of task, create the downstream task manually.

## 11. Update Journal and Send Notices

Once the determination has been completed, update the Journal with all case actions, and send the appropriate approval and denial notices.

## 12. End